ROBERT SMITH

Security Shift Supervisor III

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Qualifications Previous Contract Security experience At least 1 year of business management/operations/supervisory experience Have the ability to develop and grow customer relationships. Experience in hiring, developing, motivating and retaining quality staff. Outstanding interpersonal and communications skills.

EXPERIENCE

Security Shift Supervisor III

Allied Barton - OCTOBER 2010 – 2020

- Met all contractual scheduled hours with a minimum of overtime.
- Supervised the day to day security operations of assigned site.
- Assisted in managing a team of security officers, hiring/selection, scheduling, training, coaching, development and support of officers.
- Assisted property management with daily work orders.
- Managed and created building access system.
- Managed fire panel/system during fire emergencies and for contractors.
- Responded to Medical and Fire Emergency Calls Involving Plant Personnel.

Security Shift Supervisor

Delta Corporation - 2005 – 2010

- First responder to medical emergencies, fire emergencies and elevator entrapments.
- Ensure the Client Site is provided with high quality security services to protect people and property.
- Build, improve and maintain effective relationships with management, engineering, cleaning crew, contractors, tenants and visitors.
- Write clear concise incident reports pertaining factional information.
- Ensure that all paperwork for shift worked is completed properly and in a timely manner.
- Provide exemplary customer service to tenants, building personnel and any visitors to the site.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Career Readiness Certification (Gold) - 2014(Coahoma Community College)

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SKILLS

Excel, Power Point, Problem Solving, Microsoft Office.